CHAPTER 2

IDENTIFICATION AND ESTABLISHMENT OF DATA REQUIREMENTS

A.   PRELIMINARY PLANNING PHASE

    1.   The acquisition of materiel requires a
comprehensive and well planned operation to fulfill a
realistic need for such materiel. When the need is -
translated into requirements, acquisition
documentation to support a materiel life-cycle
strategy is developed.

    2.   As an integral part of the routine planning
for acquisition of materiel, a plan to acquire
technical data and computer software is required. For
major programs, the plan may be a separate document
such as an engineering/technical data management plan
or it may be a section of another planning document
such as the program or project acquisition plan.

    3.   The preliminary planning phase is a critical
part of any acquisition action and must be conducted
early enough to allow for the scheduling of all
actions associated with obtaining a contract award.
The preliminary planning phase is the translation of
the acquisition strategy into the acquisition of the
materiel. During the preliminary planning phase, a
determination is made as to which stage in the life
cycle the data is needed and, in conjunction with the
materiel acquisition strategy, a data call is issued
before the request for proposal (RFP) or sealed bid
preparation process.

    4.   The preliminary planning phase should provide
detailed information that adequately defines the

proposed acquisition strategy to allow recipients of
the data call to translate that strategy into minimum
essential data requirements. An important element of
that strategy is the acquisition of digital technical
data in accordance with the requirements of Part 6,
Section N, of DoD Instruction 5000.2 (reference (f)).

5. As part of the acquisition strategy, the
careful use of warranties of technical data under the
provisions of the DFARS, Subparts 227.405.72 and
246.708, (reference (b)) offers an additional tool to
assist in assuring delivery of quality technical data
and in correcting defective data products.

B. DATA CALL

1. At the direction of the program manager, data
manager, or other responsible official, a call for
data requirements to be obtained from contractors
about the proposed acquisition is issued. The data
call should be issued at least 6 months before the
release of the RFP or sealed bid and can take many
forms, such as being issued in writing or by a called
meeting. The data call must provide the data call
recipient with, as a minimum, the following
information:

     a. Type of effort (research and development,
and production, etc.) .

     b. Length of effort (months, years, or
(3).

     C. Brief description of effort together with
punned top-tier post-award contractual milestone
schedule.

     d. Key program information such as the
   isition strategy, maintenance concept, and, when
   llable, key program documents such as the

acquisition plan, engineering/technical data
management plan, integrated logistics support plan,
and test and evaluation master plan.

e. Contractor (if known) and identification
of any overlap with other existing contracts.

f. Tasking documents (statement of work
(SOW), purchase description, and specification,
etc.) . Documents may be in draft or final form.

9 " The military or commercial requirements
that shall be applied in principal for the
acquisition.

h. Requirement for written justification for
each data item requested.

i. Type of contract.

j. Point of contact for data call
information or guidance.

k. Suspense date(s), such as contract award
milestone events, which allow adequate time for a
well prepared response.

2. The data call must reach all functional areas
that support the materiel; e.g., engineering,
integrated logistics support activities,
configuration management, test and evaluation,
product assurance, safety, human engineering,
training, and comptroller, etc. The data call should
also be provided to the end user of the data, the
system or project management team, and the
contracting office.

C.   UNDERLINE DATA CALL RESPONSE

1.   Data call recipients have the responsibility for responding to the data call through their established functional organizations. Each functional area must identify specific, minimum essential data requirements based on the intended use of the data, tailored to delete unnecessary data preparation. Those data call participants must refer to the SOW or other requirements' documents that define contractual tasking to determine the deliverable data requirements to preclude ordering data that is not supported by a valid requirement-.

2.   Source documents cited for tasking purposes must be tailored to delete unnecessary data preparation tasks. Where such documents do not provide clear data requirements, the data tasking requirements must be written into the SOW in concise and unambiguous terms.

3.   All data requirements to be included in a solicitation or contract, with the exception of data acquired by any clauses of the FAR or the DFARS (references (j) and (b)), must be selected from the listing of OMB-cleared data acquisition documents (i.e., military specifications, military standards, and the DIDs in the AMSDL, DoD 5010.12-L (reference (a)). If reference (a) does not contain an appropriate cleared DID, one must be prepared in accordance with DOD-STD-963 (reference (g)) and, unless it is for one-time use for a single acquisition, cleared by the AMSDL Clearance Office to comply with the requirements of Pub. L. No. 96-511 (1980) reference (d)). Additional guidance for the preparation, coordination, clearance, and approval of the DIDs is in Chapter 8 of this Manual.

4.   The response to the data call is critical and provides the basis for the user's data requirements

becoming contractual requirements. Those
requirements shall be consolidated and reviewed at
several management levels, any one of which may
challenge the need for the data. Flawed or unneeded
requirements should be identified and revised or
rejected and removed before contractual application.
Care must be taken when initially establishing data
requirements to prevent additional research, review,
rewrite, and justification after contract
implemental ion. Following the selection of minimum
essential data requirements, specific guidance (if
necessary) and justification for each data item must
be provided to the initiator of the data call.

D. PREPARATION OF DATA ITEM DESCRIPTIONS (DIDs)

1. In reviewing the AMSDL, DoD 5010.12-L
(reference (a)), it may be determined that an
existing DID does not satisfy the requirement, even
through tailoring (see Chapter 3, section B., of this
Manual for tailoring guidance), or that there are no
DIDs that address the data requirement. In those
instances, action must be taken, in accordance with
DOD-STD-963 (reference (g)), to formally revise an
existing DID to incorporate the additional
requirements, to prepare a new DID or to prepare a
one-time DID. Additional guidance for processing the
DIDs is contained in Chapter 8 of this Manual.

2. If the decision is made to revise or
supersede the existing DID, the following actions
should be started:

a. Contact the office of primary
responsibility (OPR) for the existing DID to obtain
their consent to revise or supersede the DID. The
OPR is shown- in block 5 of the DID and in Section II
of the AMSDL (reference (a)) by their designated
office symbols and codes, usually contained in the

SD-1 (reference (k)). If reference (k) does not contain the OPR's designated office symbols and codes, the data management focal point for the Service or Agency responsible for the DID should be contacted for assistance. The focal points, with their names and telephone numbers, are listed in Section F. of reference (a) .

b.   Provide a draft copy of the revised DID to the OPR for review. If the OPR concurs with the revision, the OPR should then submit the revised DID to the AMSDL Clearance Office for clearance in accordance with Part 9, Section B. of DoD Instruction 5000.2 (reference (f)). If the OPR does not concur with the revision, the cognizant DoD Components' Data Management Focal Point or the AMSDL Clearance Office may be contacted to determine if a revision is necessary or if a separate DID may be cleared.

3.   If a new DID is required, it must be prepared in accordance with DOD-STD-963 (reference (g)), coordinated with the other interested DoD Components or activities, and submitted to the AMSDL Clearance Office for clearance in accordance with Part 9, Section B. of DoD Instruction 5000.2 (reference (f)).

4.   If a unique data requirement is identified for which recurring contractual use is not anticipated, a one-time DID may be prepared in accordance with reference (g). The DoD Component is responsible for assigning an identification number to the one-time DID and for ensuring that this DID is used on only one specific contract.

E.   DATA REQUIREMENTS CONSOLIDATION

1. On receipt of all inputs (including negative responses) resulting from the data call, the data requirements must be consolidated into one cohesive

package. This is generally accomplished by the organizational data manager, dependent on the organizational structure. The consolidation of the data requirements shall be completed and the results identified on the DD Form 1423, the CDRL. Chapter 3 provides detailed requirements for acquisition of data using the CDRL.

   2.   The data requirements consolidation process is a significant step in the overall data management process. The effective use of that consolidation process usually determines how well the data package goes through the review process.

F.   <u>DATA REQUIREMENTS REVIEWS</u>

   1.   A Data Requirements Review Board (DRRB) shall be established in accordance with Part 9, Section B., of DoD Instruction 5000.2 (reference (f)). The DRRB shall be responsible for authenticating all data requirements (including the corresponding SOW tasking requirements) for any acquisition having an estimated total contract cost of 5,000,000 dollars or more. Lower-dollar thresholds for convening a DRRB may be established by each DoD Component based on the circumstances of the acquisition.

   2.   The DRRB shall be organized in a manner that shall ensure that all data requirements and their associated tasks are reviewed by a cross section of the functional elements providing support to the system and/or equipment. A sound DRRB should include a Chair, a Vice Chair, Secretary, Board members, and alternate members. The membership of the DRRB shall be at a level of management having authority to approve or disapprove the data requirements and associated tasks for their respective functions. Normally, engineering, product assurance, safety, test and evaluation, acquisition, contracts, legal counsel.., management, financial, training, logistics

support, configuration management and data user
functions are represented on the Board, as required.
The command CALS implementing office should be
represented on the board as well.

3.   Operating instructions for the DRRB should be
established by the organizational data management
officer.   Minutes of each DRRB should be taken to
document the approval or reasons for disapproval of
all data items submitted for review, and to list all
action items assigned at the meeting.   Also, a copy
of those minutes should be distributed to all data
call respondents, and the status of action items-
assigned at the DRRB should be actively maintained
until closed out to the satisfaction of the DRRB
Chair.   The operating instructions should identify
who is responsible for taking and issuing minutes,
who will chair the DRRB, and who will accomplish all
the other functions described herein.

4.   Usually the DRRB Chair is vested with total
decision responsibility for all DRRB actions and
dissenting opinion is made a matter of record in the
DRRB minutes.   However, when a DoD Component allows
DRRB decisions to be reviewed through DoD Component
organizational levels, at the request of dissenting
members, the DoD Component must establish specific
time constraints and a single organizational level
responsible for resolving DRRB dissenting opinion to
meet scheduled acquisition milestones.

5.   The function of the DRRB is to review all
deliverable data requirements, ensuring that:

a.   Intended users of the data are in
agreement with the needs and requirements of the
proposed acquisition and that the requirements
conform to applicable clauses of the FAR and the .
DFARS (references (j) and (b)).

b.   Only essential data, in the most economical form, is requested and defined, including minimum quantities, consideration of contractor format, use of preliminary or informal data to meet initial needs, avoiding premature and expensive final deliveries, and use of data updates by means other than total resubmissions.

c.   Approval requirements, delivery dates, and deferred ordering or delivery of data are reasonable, consistent with program schedule, and have been properly specified on the DD Form 1423.

d.   Adequate QA data and/or warranty provisions have been identified in the contract schedule to ensure that data produced and delivered shall meet its intended use.

e.   All DIDs referenced on the DD Form 1423 are listed in Section II of the AMSDL (reference (a)), or are one-time DIDs prepared per DOD-STD-963 (reference (g)), or are newly approved DIDs appropriately tailored for contract application.

f.   All requirements for the format, content, preparation, media, and delivery of the data are either referenced in the contract solicitation or on the DD Form 1423 to permit pricing using the over-and-above method contained in Chapter 5 of this Manual.

g.   All data requirements are traceable to the contract reference in block 5 of the DD Form 1423.

h.   -All significant changes to a DD Form 1423 are reviewed and approved.

6. For acquisitions having an estimate total contract cost of less than 5,000,000, dollars, data reviews may be performed on a formal (DRRB) or informal basis to meet the needs of the DoD Component.

G. COMMERCIAL PRODUCT ACQUISITIONS

Data managers should consult with the contracting officer to determine if a particular procurement of commercial items, commercial computer software, or commercial computer software will be made under the procedures in the DFARS, Subpart 211 (reference (b). 'If so, the procedures and contract clauses in Subpart 211 of reference (b) shall have precedence over other FAR and DFARS procedures and clauses. Those procedures and clauses limit the types of data that may be acquired for commercial items, commercial computer software, and commercial computer software documentation.